



DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER
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NORFOLK, VIRGINIA 23511-3392

IN REPLY REFER TO:

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26 FEB 2001

From: Commanding Officer, Fleet and Industrial Supply Center Norfolk
To: All Navy and Marine Corps Customers

Subj: INFORMATION TECHNOLOGY (IT) PROCUREMENTS

Ref (a) ASN (RD&A) memo dated 19 Oct 2000 - same subject

Encl (1) Waiver Form for IT Purchase Request in Excess of \$25,000
(2) FISC Norfolk NMCI Points of Contact

1. The Navy-Marine Corps Intranet (NMCI) contract was awarded on 6 October 2000 to provide IT services to over 350,000 desktops throughout the Department of the Navy. To ensure a smooth transition to NMCI and prevent the acquisition of duplicative IT hardware, software or services, the Assistant Secretary of the Navy for Research, Development and Acquisition has issued a significant change to Navy-Marine Corps IT procurement policy, as set forth in reference (a). Effective 19 October 2000, approval is required by Flag or Senior Executive Service (SES) member for procurement of IT hardware, software, or services over \$25,000 unless specifically exempt. The implementation schedule for transition to NMCI along with ordering procedures for the Navy and Marine Corps under the NMCI contract is forthcoming.

2. In the interim, all IT purchase and modification requests over \$25,000 must be screened by the requiring activity to determine if a waiver is needed and approval required by a Flag Officer or SES member in its chain of command. The waiver should be obtained prior to submission of the purchase or modification request to the Fleet and Industrial Supply Center (FISC), Norfolk. Enclosure (1) is provided to document the review process and should be completed and submitted to the appropriate FISC Norfolk contracting office with the purchase or modification request for IT hardware, software or services over \$25,000 not readily available under NMCI. The waiver form also identifies a number of exclusions from the waiver. As set forth in reference (a), the requirement for reviews remains in effect until activities have fully transitioned to NMCI.

3. Enclosure (2) identifies FISC Norfolk points of contact who will issue and administer delivery orders under the NMCI contract for Navy activities located in the Mid-Atlantic and Northeast region of the United States. We are available to assist if you have any questions about the NMCI contract administration. Additional information on the NMCI contract may be obtained on the SPAWAR NMCI web site at <http://enterprise.spawar.navy.mil/spawarpublicsite/>. We look forward to working with you as you make the transition to NMCI.

W. A. Kowba
W. A. KOWBA

WAIVER FORM FOR NAVY-MARINE CORPS CUSTOMER
IT PURCHASE OR MODIFICATION REQUESTS IN EXCESS OF \$25,000

Activity: _____

Procurement Description: _____

Procurement Dollar Value: _____

Procurement Award Date: _____

Ref: (a) ASN(RDA) memo of 19 October 2000

1. This IT procurement is in excess of \$25,000 and includes requirements specifically excluded from review as set forth in reference (a). Check the applicable exclusion that applies:

Local voice services

Top Secret or compartmentalized information

Cryptologic-related activities related to national security systems

____ Computer resources (hardware and software) that are physically part of, dedicated to and essential to the mission performance of weapons systems or a shipboard system associated with the IT-21 effort.

NOTE: Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in the above exemptions.

If the purchase request falls into one of the categories listed above sign below and submit with the purchase request.

If the purchase request does NOT fall into one of the excluded categories, please proceed to paragraph 2.

Approved

Name/Title of person claiming exemption

2. If the IT purchase or modification request does not fall into one of the excluded categories listed in paragraph 1, a review must be conducted prior to submitting it for procurement action. Reference (a) states that any delegation of authority to conduct these reviews shall be limited to individuals at the Flag or SES level. To award a contract or modification for IT hardware, software or services in excess of \$25,000 (including embedded IT hardware, software or services in excess of \$25,000), the review must verify that the purchase or modification request falls into one of the following categories:

____ Waiver to use other than the NMCI contract is approved based on IT capabilities being unavailable under the NMCI contract. Includes items included in NMCI contract as unpriced CLINs. NMCI contract information is at <http://enterprise.spawar.navy.mil/spawarpublicsite/>.

____ Waiver to use other than the NMCI contract is approved based on the requirement being essential to the successful execution of a command or program initiative that is clearly needed before it can be delivered under the NMCI contract.

____ Waiver to use other than the NMCI contract is approved for IT services for which the period of performance will expire before the requiring activity transitions to NMCI (or within a reasonable time thereafter, as agreed to by the NMCI Government Management Office (GMO) and the requesting official (see attached email, FAX, etc. agreement by the NMCI GMO)).

Approved

Flag Officer/SES

Date

Please submit this worksheet along with your purchase request for IT hardware, software or services in excess of \$25,000

Special Note for OCONUS activities only: Flag/SES level reviews are waived until twelve months prior to a scheduled NMCI transition date, for DoN activities outside the continental U.S., except for Guantanamo Bay, Puerto Rico, Japan, Guam, Hawaii and Iceland.

Note: A worksheet is not required for non-Navy-Marine Corps customers

FISC NORFOLK NMCI POINTS OF CONTACT

FISC Norfolk NMCI Administering Contracting Officers	Servicing Navy Customers in the Following Locations
<p>Kenneth Bullock Telephone (215) 697-9676 or DSN 442-9676 E-mail address: kenneth_f_bullock@phil.fisc.navy.mil</p> <p>Jennifer Weindel Telephone (215) 697-9696 or DSN 442-9696 E-mail address: jennifer_a_weindel@phil.fisc.navy.mil</p>	<p>Delaware, Pennsylvania, Ohio, Indiana, Illinois, Iowa, Minnesota, Wisconsin, Michigan, New York, New Jersey, Rhode Island, Connecticut, Vermont, Maine, New Hampshire, and Massachusetts</p>
<p>Roscoe Crawford Telephone (202) 433-5387 or DSN 228-5387 E-mail address: roscoe_w_crawford@fmso.navy.mil</p> <p>Susan Richards Telephone (202) 433-2904 or DSN 228-2904 E-mail address: susan_c_richards@fmso.navy.mil</p>	<p>National Capital Region, Northern Virginia and Maryland</p>
<p>Catherine Rudolph Telephone (757) 443-1603 or DSN 646-1603 E-mail address: catherine_b_rudolph@nor.fisc.navy.mil</p>	<p>Virginia, North Carolina, Tennessee, Kentucky, Missouri, West Virginia, and Iceland</p>